

Summary of Changes

USMEPCOM Regulation 55-2, April 6, 2012
 Transportation and Travel
 Recruit Travel

Revisions have been made to this regulation. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions. Revisions made to this regulation are as follows:

Incorporating changes effective May 21, 2012

- Paragraph 3-1: Deleted office symbol “J-8/MERM-PPF”
- Paragraph 3-1: Adds revised office symbol “J-8/MERM-PP-PF”
- Paragraph 3-2: Adds description of billing process
- Paragraph 3-2b(4): Adds wording: “with the date”
- Paragraph 3-2b(4): Deletes wording: “when”
- Paragraph 3-2b(4): Adds wording: “or the date bill is printed from the EAS website”
- Paragraph 3-5: Deletes email address: “HQ-J8-MRM-CBA-IBA@mepcom.army.mil”
- Paragraph 3-5: Adds link: <http://mepcomsd1/CAisd/pdmweb.exe>
- Figure 3-1: Adds updated Figure 3-1 reflecting revised mailing address
- Paragraph 4-3a: Adds wording: “or locally generated information sheet”
- Paragraph 4-3b(2): Deletes wording: “NLT five business days before ship day”
- Paragraph 4-3b(2): Adds wording: “IAW local operating procedures or NET two business days before ship day.”
- Paragraph 4-7b: Adds wording: “and or returned home”
- Paragraph 4-7b: Adds requirement to submit MOC Request to amend a fully executed order
- Paragraph 6-6b: Changes reference from 6-3d(4) to 6-3d(3)
- Paragraph 9-5a: Deletes references to Army and components carrying individual packets
- Paragraph 9-5a: Adds requirement for all recruits to hand carry their own individual packets
- Glossary, Section II, Terms: Adds term “fully executed order”

Changes previously implemented effective April 6, 2012:

- Paragraph 1-4d: Adds Battalion Commander duties and responsibilities
- Paragraph 1-4e: Adds quarterly reporting of MEPS TA and duty cell phone numbers
- Paragraph 1-4f (7): Adds appointment of ATO
- Paragraph 1-4f (8): Adds designation of person to perform packet break down
- Paragraph 1-4f (10): Adds requirement to comply with inspectable items
- Paragraph 1-4f (11): Adds appointment of a disinterested individual to witness travel inventories
- Paragraph 1-4g (13): Adds travel packet break down compliance with the Service requirements
- Paragraph 1-4h (11): Adds centrally billed accounts reconciliation
- Chapter 2: Deletes the term PSRO; Replaces with Recruit Travel Routes
- Paragraphs 2-1a, 2-2b: Adds information on the GSA City Pair Program
- Paragraph 2-1b: Adds guidance for Recruit Travel Routes
- Paragraph 2-2i(1): Adds transportation from MEPS to origin airport by DoD approved carriers
- Paragraph 2-6a(2): Adds requirement for MEPS TA be present at all times during the video
- Paragraph 2-6a(3): Adds information on Travel Briefing templates on MEPNET
- Paragraph 2-6b(2)(e): Adds Liaison Branch toll free number

- Paragraph 2-6b(2)(g): Adds requirement for Government-issued photo identification and orders
- Paragraph 2-8: Adds Prior-Service Enlistees
- Paragraph 2-9: Adds information on Courtesy Shipping of Recruits
- Chapter 3: Deletes the term CITI; Replaces with contract card company
- Paragraph 3-1: Adds information concerning CBA Payment Procedures
- Paragraph 3-2: Updates centrally billed accounts (CBA) reconciliation procedures
- Paragraph 3-6: Adds guidance on “Partnering” with another MEPS to accomplish recruit shipping
- Paragraph 4-2: Adds requirement to protect Personal Identifying Information (PII)
- Paragraph 4-3c: Adds mandate to use e-Orders program or USMEPCOM-approved orders templates
- Paragraph 4-5d: Prescribes USMEPCOM Form 55-2-3-E, Orders Consolidation Sheet/Control Log
- Paragraph 4-9a: Updates the maximum number of travelers authorized with a group from 10 to 9
- Chapter 5: Deletes the use of GTRs
- Deletes all references to ETRANSCOR
- Paragraph 6-5a: Adds URL to access guidance for completing Meal Tickets DD Form 652
- Paragraph 6-7: Adds requirement for use of SF 702
- Chapter 7: Adds guidance for Quality Assurance Evaluator (QAE) for Recruit Travel
- Paragraph 7-3d: Adds MEPS responsibilities under QAE
- Chapter 8: Adds Hometown Shipping and Direct Ship program guidance (from UMR 601-23)
- Paragraph 8-2b(18): Updates due date for Hometown Ship/Direct Ship data collection
- Paragraph 8-3: Adds courtesy shipping clarification in regards to Hometown/Direct Ship programs
- Chapter 9: Adds Assembly and Distribution of Enlistment Documents (from UMR 601-23)
- Appendix B, Sample Travel Briefing: Deleted (Templates now on MEPNET)
- Appendix C, DD Form 652 (Meal Ticket, Uniformed Service): Deleted
- Appendix D, Internal Control Checklist: Deleted (now on MEPNET)

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Regulation
No. 55-2

April 6, 2012

Incorporating changes effective May 21, 2012

Effective: April 6, 2012

**Transportation and Travel
RECRUIT TRAVEL**

FOR THE COMMANDER:

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DISTRIBUTION:

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Executive Summary. This regulation establishes policies and procedures for the travel of Armed Forces new recruits and inductees. Updates policy on current processes and incorporates new procedures for training, centrally billed accounts (CBAs), partnering, web-based online ticketing management system, Battalion Commander roles, Defense Travel Management Office (DTMO) Quality Assurance Evaluation (QAE), recruit travel order formats, e-Orders, recruit travel routes, City Pairs Fare Program, and Exceptions to Policy relating to recruit travel.

Applicability. This regulation applies to the recruit travel elements of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-3/MEOP-COL, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested improvements. The proponent agency for this regulation is HQ USMEPCOM, J-3/MEOP-COL. Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028](#), Recommended Changes to Publications and Blank Forms, or by memorandum, to HQ USMEPCOM, ATTN: J-3/MEOP-COL, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal control process. This regulation contains internal control provisions which must be evaluated. The checklist for these controls is contained in Appendix A of the Inspector General Checklist – Processing Functional Area which can be found on the “Office of the Inspector General – Checklists” page on MEPNET. This checklist also serves for the Command Inspection Program (CIP).

*This regulation supersedes USMEPCOM Regulation 55-2, 29 October 2007

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies and procedures for the travel of Armed Forces enlistees and new recruits to initial training installations and other Service members to additional training or other duty assignment.

1-2. References

References are in Appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Director, J-3/MEOP (Operations Directorate) will:

(1) Manage recruit travel in support of the United States Military Entrance Processing Command (USMEPCOM) mission.

(2) Develop policies and procedures according to the Joint Federal Travel Regulation (JFTR) Volume 1, [Department of Defense \(DoD\) 4500.9-R \(Defense Transportation Regulation\)](#), and mission requirements to ensure standardization and compliance throughout the Command.

(3) Review established recruit travel guidance and monitor the recruit travel routes issued to each Military Entrance Processing Station (MEPS) by the Defense Travel Management Office (DTMO).

(4) Develop internal management and programs that complement this regulation.

(5) Oversee implementation of the DTMO Quality Assurance Evaluator (QAE) for Recruit Travel program.

b. Director, J-8/MERM (Resource Management Directorate) will:

(1) Establish policy and guidance for the recruit travel centrally billed accounts (CBAs) and the internal controls necessary to effectively manage these accounts in the MEPS.

(2) Appoint a travel CBA program manager.

(3) Monitor and seek resolution for CBA issues such as:

(a) Billing problems and account dispute resolutions.

(b) Systemic problems that affect the MEPS.

(c) Requests for Agency/Organization Point of Contact (A/OPC) user ID.

(d) Monitor timely monthly CBA payments.

(4) Ensure monthly CBA rosters (past due, pre-suspension, suspension, and closed) are provided to the Sectors and J-3/MEOP-COL by the 15th of each month.

- (5) Liaison with government charge card company administrators.
- (6) Assist MEPS when CBAs are past due to avoid disruption, suspension or cancellation of accounts.
- (7) Appoint, in writing, the MEPS Transportation Assistant (TA) and alternates (no more than four) to disburse meal checks upon receipt of a written appointment request from the MEPS Commander.
- (8) Conduct annual review of CBA training requirements in support of J-1/MEHR Training Development Division initiatives.
- (9) Serve as the proponent for recruit meal allowance initiatives.

c. Liaison Branch, J-3/MEOP-COL (Operations Directorate, Current Operations) will:

- (1) Provide policy guidance as the Subject Matter Experts (SMEs) for all aspects of recruit travel with the exception to CBAs.
- (2) Conduct periodic reviews of the recruit travel processes and policy and provide updates and changes to J-1/MEHR Training Development Division.
- (3) Disseminate recruit travel alert information to the field in response to significant travel events that may result in delays.
- (4) Staff the Liaison Branch duty cell phone to support stranded recruits at the origin airport.
- (5) Liaison with the Services, Reception Training Centers (RTC), MEPS, DTMO, and others as required.
- (6) Maintain recruit travel information on the J-3/Current Operations Division MEPNET page.
- (7) Maintain currency of recruit travel order formats and post to the J-3/Current Operations Division MEPNET page.
- (8) Serve as the functional proponent for e-Orders program development.

d. Sector and Battalion Commanders will implement and monitor the policies and procedures of this regulation.

e. Sector Operations Officers will provide a quarterly roster of MEPS TA duty cellular phone numbers to J-3/MEOP-COL for addressing after-hours transportation issues.

f. MEPS Commanders will:

- (1) Ensure compliance with the provisions of this regulation.
- (2) Appoint a primary and alternate MEPS TA in writing.
- (3) Request via email to HQ-J8-MRM-CBA-IBA@mepcom.army.mil, the MEPS TA be appointed as A/OPC by J-8/MERM-PPF to access MEPS CBAs.
- (4) Appoint a primary and alternate QAE for Recruit Travel.

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(5) Ensure MEPS TAs (primary and alternate) are properly trained and comply with J-1/MEHR Training Development Division guidelines.

(6) Designate in writing newly assigned primary or alternate MEPS TAs as meal check issuers and forward designation by email to J4/Facilities and Acquisition Directorate. The POC for Meal Check Issuance appointment letters is the Chief, Acquisition Division. An email request will include full name, civilian grade or military rank, and whether the appointee is a primary or alternate MEPS TA.

(7) Appoint a Commissioned officer, Warrant officer, or qualified DoD civilian employee as the Acting Transportation Officer (ATO). Exceptions to this policy will be forwarded to Sector Commander for approval.

(8) Designate, in writing, a person for ensuring packet breakdown complies with the respective Service's requirements and checklist. The designated person shall not be the MEPS primary or alternate TA.

(9) Ensure provisions of this regulation that requires local procedures are clearly documented in the MEPS Standard Operation Procedures.

(10) Ensure compliance with all inspectable items and activities outlined on the USMEPCOM IG checklist with regard to recruit travel.

(11) Appoint a disinterested individual to act as a witness during all required travel inventories in travel with the ATO.

(12) MEPS Commanders are authorized to retain data electronically.

g. Acting Transportation Officer (ATO) will:

(1) Ensure recruit travel arrangements are in compliance with [JFTR vol.1](#), paragraph U2100 and U2115, and [Joint Travel Regulation \(JTR\), vol. 2](#), paragraph C3050. Ensure all ground transportation to include transportation from the MEPS to the origin airport is provided by a DTMO-approved carrier.

(2) Ensure control and accountability for meal checks, [DD Forms 652, Meal Ticket, Uniformed Services](#).

(3) Review Hometown Shipping/Direct Ship meal check issuance log and ensure unused checks are returned in accordance with this regulation. (see [paragraph 6-3d\(4\)](#)).

(4) Conduct annual and/or change of ATO/MEPS TA inventories of accountable forms with a disinterested witness who is appointed by the MEPS commander.

(a) Change of ATO or MEPS TA inventory can be documented as the annual inventory.

(b) Maintain initial change of ATO or MEPS TA inventory until members are relieved of duties.

(5) Ensure random safety and cleanliness inspections of ground transportation vehicles used for recruit ground transportation is conducted by designated personnel and proper reporting of discrepancies is completed.

(6) Remain knowledgeable on all current travel related policy and guidance.

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(7) Provide oversight of proper usage and reconciliation of MEPS travel CBAs in accordance with guidance prescribed in this regulation.

(8) Ensure travel CBAs are reviewed and reconciled monthly.

(9) Ensure recruit travel questions and request for assistance are sent via MOC request. For after hours support, contact the Liaison Branch duty cell phone at 224-627-0592.

(10) Contact J-8/MERM-PPF via email at HQ-J8-MRM-CBA-IBA@mepcom.army.mil for CBA reconciliation and billing issues.

(11) Maintain a [DD Form 577, Appointment/Termination Record-Authorized Signature](#), on file with each Service's Defense Finance and Accounting Service (DFAS) office.

(12) Oversee daily duties and responsibilities of the TA outlined in [Para 1-4h](#).

(13) Ensure designated individual completes packet breakdown in accordance with the respective Service's requirements and checklist located on Current Operations Division MEPNET page.

h. Transportation Assistant (TA) will:

(1) Complete all training requirements for the TA position in accordance with J-1/Training Development Division guidance, provided on the MEPNET under J-1/MEHR.

(2) Procure transportation services and authorized accommodations upon receipt of appropriate orders as defined in [JFTR vol.1](#), paragraph U2100 and U2115, and [Joint Travel Regulation \(JTR\), vol. 2](#), paragraph C3050. Ensure all ground transportation to include transportation from the MEPS to the origin airport is provided by a DTMO-approved carrier.

(3) Assume day-to-day responsibility for control, stock levels, and security of accountable forms, tickets, logs, and receipts of signature for accountable forms and tickets. Conduct a monthly inventory of all accountable forms.

(4) Transfer or receive forms and tickets using Department of the Army (DA) Form 410, Receipt for Accountable Forms. Maintain DA Form 410 in accordance with guidance prescribed in [Army Regulation \(AR\) 25-400-2](#), Army Records Information Management System (ARIMS).

(5) Execute Service-specific requirements when procuring, preparing, and distributing [DD Forms 652](#).

(6) Arrange for direct and continuous transportation for recruits from the MEPS to reception training centers (RTCs) in accordance with all applicable federal travel regulations.

(7) Provide by name shipper projections to the Commercial Travel Office (CTO) 30 days prior to the day of travel or as soon thereafter as practicable.

(8) Present transportation briefings to recruits using the recruit travel video or travel brief templates.

(9) Maintain transportation and reconciliation files according to guidance prescribed in [AR 25-400-2](#), Army Records Information Management System.

(10) File travel orders or itineraries daily.

(11) Reconcile recruit travel CBAs within 5 working days of receipt of both the CTO invoice and the credit card bill.

(a) In the event that the CTO invoice is late, contact the CTO and notify the QAE for Recruit Travel to annotate the QAE Report accordingly.

(b) In the event that the credit card bill is late, print the bill via the bank's website.

(c) Notify Sector if CBA is not paid by statement date.

(d) Notify J-8/MERM-PPF if CBA becomes 60 days delinquent at the following email address: HQ-J8-MRM-FinancialSystemsBranch@mepcom.army.mil.

(12) Assume the duties as A/OPC for the CBA charge cards.

(13) Forward monthly CBA reconciliation to the ATO for review and signature.

(14) Maintain account status logs for each Service's CBA.

(15) Maintain current recruit travel route information provided by DTMO.

(16) Prepare and issue meal checks/tickets to recruit travelers.

(17) Conduct random safety and cleanliness inspections of ground transportation vehicles used for recruit travel.

(a) Document inspections on a Memorandum for Record (MFR).

(b) Ensure the MFR is on file with the ground carrier's contract for the period of the contract. Forward any discrepancies to the designated DTMO Contracting Officer Representative (COR) with a courtesy copy via email to the Liaison Branch at HQ-J3-MOP-CO-LA@mepcom.army.mil.

(18) Remain current on all travel policy and regulatory guidance.

(19) Be available to assist recruits 2 hours after the last scheduled departure time from the local terminal. Ensure adequate staffing of the MEPS TA duty phone at all times during this time period.

(20) Notify onward carrier of total number of non-flying recruits in need of onward transportation according to local standard operating procedures.

i. Transportation Assistant (TA) or designated Human Resources Assistant (HRA) will utilize the e-Orders program and the USMEPCOM-approved "Travel Orders Formats Reference" templates located on the J-3/Current Operations Division MEPNET page when creating MEPS-generated accessions travel orders.

1-5. Appointments

a. This paragraph provides a consolidated list of required position appointments (listed throughout the regulation). MEPS Commanders may use [figure 6-1](#), Sample Automated Meal Check Issuer Appointment Orders, as a template for creating other appointment designation letters.

b. Director, J-8/Resource Management (J-8/MERM), will appoint:

(1) Travel Centrally Billed Account program manager (see [paragraph 1-4b\(2\)](#)).

(2) Meal check issuers and alternates at each MEPS (see [paragraph 1-4b\(7\)](#)).

c. MEPS Commanders will appoint, in writing, a:

(1) Primary MEPS TA and designated alternates (see [paragraph 1-4f\(3\)](#)).

(2) QAE and an alternate to provide oversight of CTO performance via quarterly reports to the DTMO COR (see [paragraph 1-4f\(5\)](#)).

(3) Commissioned officer, Warrant officer, or qualified DoD civilian employee as ATO (see [paragraph 1-4f\(12\)](#)).

(4) Disinterested individual to conduct all inventories with the ATO (see [paragraph 1-4f\(11\)](#)).

Chapter 2 General Travel Provisions

2-1. Recruit Travel Routes

a. **Recruit travel routes** support travel requirements by DoD and Coast Guard recruits and/or Prior Service members who process through MEPS. Recruit travel from the MEPS to the RTCs is prescribed by designated **recruit travel routes** issued by DTMO. **These designated recruit travel routes include General Services Administration (GSA) contracted and non-contracted Airline City-Pair Airfare Program flights.** Travel routes are based on the MEPS Availability Time. MEPS Availability Time is defined as “the earliest time a recruit can realistically be ready to board transportation at the originating terminal.”

b. **The MEPS TA will maintain, according to local standard operating procedures, recruit travel route information for all routes originating at the MEPS. MEPS are not required to maintain recruit travel route information for Hometown or Direct Ship (HTS/DS) departure terminals.**

c. Recruit travel movement is restricted between 2400 and 0600 hrs (in accordance with [JFTR vol. 1](#), chapter 3, sec. U3006.) Honolulu and Anchorage MEPS will adhere when possible.

d. The MEPS TA will ensure arrival at the destination airport by the established no-later-than (NLT) arrival time for onward transportation to the RTC. NLT arrival times are established by DTMO and posted on the J-3/Current Operations Division MEPNET page.

2-2. Modes of Travel

a. Recruits and prior service members are mandatory users of the GSA contracted City-Pair Airfare Program. MEPS will procure air travel through the contracted CTO.

b. **If one of the following exceptions to the GSA Airline City-Pair Airfare Program applies, an alternate air carrier, fare, or mode of transportation can be used:**

(1) No seats available on a City Pair flight.

(2) The City Pair flight schedule is inconsistent with established MEPS Availability Time or NLT Arrival Times for onward ground transportation carriers (see [paragraph 2-6](#) of this regulation as well as the Onward Ground transportation Summary Sheet posted on Current Operations Division MEPNET page for more information about MEPS Availability Time).

(3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. The lower fare must be an unrestricted, refundable fare. NOTE: This exception does not apply if:

(a) The City Pair contract carrier offers a comparable fare and has seats available at that fare, or

(b) The lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a government charge card.

c. **To identify GSA contracted City Pair carriers and fares, go to <http://fss.gsa.gov/citypairs/search>.**

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At the Airline City Pairs screen, select “Enter Site”. Next enter the appropriate departure and destination information and click on “Search FY12”. The site displays GSA contracted carriers and fares when available. A GSA contracted City Pair fare is designated when the last two letters of the fare end in “CA”. A “CA” fare is a discounted fare offered to the government. A “YCA” fare is a coach fare offered to the government.

d. In markets without a GSA contracted City-Pair Airfare Program participant, **recruit travel routes** must be constructed to provide the lowest overall cost to meet the travel requirement. The MEPS contract CTO will provide the lowest available air carrier reservation that meets travel requirements. If additional assistance is needed, the MEPS can contact the DTMO at (571) 372-1300. See [paragraph 2-3](#) of this regulation for exception to policy request.

e. At the destination airport, onward transportation to the RTC is provided by the commercial or military bus carrier designated by DTMO. A list of the onward transportation carriers is available on the J-3/Current Operations Division MEPNET page. The MEPS will provide travel projections to onward transportation bus carriers, 24 hrs prior to pick up and by NLT 1100 local MEPS time on ship date.

f. Recruits will not travel in first or business class ([JFTR vol. 1](#), ch. 3, part B, sec. U3125, paragraphs 3 & 4.)

g. As part of the travel briefing, the MEPS TA will inform recruits that they are not allowed to voluntarily give up their seats in the event a flight is overbooked. However, if a recruit is involuntarily re-assigned to a later flight by the airline, he/she may be offered compensation from the airline. Since the recruit is traveling on official business for the United States, the recruit will ensure that any compensation provided by the airline is made payable to the Treasurer of the United States. Recruits will surrender any received compensation upon arrival at the RTC. If a recruit is involuntarily re-assigned to a later flight, the recruit will contact the MEPS TA if at the origin airport and DTMO if travel has commenced. If a member of a group is involuntarily re-assigned to a later flight, the group leader will continue to travel with the group and notify the RTC upon arrival of the situation including the Recruit's name, new flight number, and new flight departure and arrival time. The group leader will make every attempt to not be involuntarily re-assigned to a later flight.

h. When recruits state they have a fear of flying, the MEPS will refer the recruits to the Service Liaison.

(1) The Service Liaison will coordinate with their respective Service to determine the recruit's suitability to continue the shipping process.

(2) If the Service agrees to proceed with shipping the recruit, alternate ground transportation can be arranged via coordination with J-3/MEOP-COL.

(3) The J-3/MEOP-COL will request alternate transportation from DTMO. Because most bus/rail routes require extensive travel time, special care will be taken to ensure meals and lodging (M&L) are provided as needed.

(4) Rail service is available, cost effective and consistent with mission requirements. Onward transportation from train stations to the RTC will be coordinated by J-3/MEOP-COL with the RTC and DTMO.

i. Travel by Bus

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(1) MEPS TA will ensure transportation from the MEPS to the origin airport is provided by a DoD approved carriers.

(2) The DTMO will provide the MEPS with the name of the authorized contracted bus carrier when busing is the primary mode of transportation to the RTC. The recruit travel routes will include the name of the DTMO designated carrier.

(3) Bus routes for recruit travel are arranged by the DTMO annually using DoD-approved bus carriers.

(4) The MEPS may contact the DTMO via phone at (571) 372-1300 or email (milbus@dtmo.pentagon.mil) to request additional bus routes, to request changes to existing bus routes, or to report issues regarding service or carrier-related failures. When contacting the DTMO, the MEPS TA will:

(a) Ensure the designated travel route allows recruits to arrive at their RTCs as early as possible.

(b) Notify DTMO as outlined in local standard operating procedures of changes to carrier schedules that affect recruit travel routes.

(c) Include the following information:

- City of origin
- Destination city/Military installation
- Average number of persons to be transported daily (or other designated interval)
- MEPS Availability Time (see [paragraph 2-4](#))
- Reason for change

j. The MEPS will provide travel projections as outlined in local standard operating procedures to all ground transportation carriers 24 hrs prior to pick up and will update the projections as often as necessary to ensure accurate recruit travel numbers. The travel projections will contain, at a minimum:

(1) Name of MEPS

(2) Ship date

(3) The number of individuals requiring transportation

k. Other Travel Modes. POV use may only be authorized if the enlistee is a Prior Service member executing PCS orders or by the Service's Exception to Policy (ETP).

2-3. Shipping Exceptions to Policy (ETP)

a. ETPs refer to any requests for shipping outside of the established MEPS Recruit Travel Routes. Shipping ETPs generally fall into two categories: time or money. Examples of situations that warrant an ETP include shipping recruits outside of the standard ship days, shipping recruits to arrive at the destination after published NLT arrival time windows, or to procure airfares that exceed established recruit travel route fares.

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b. A detailed list of information for an ETP request can be found in on the J-3/MEOP Current Operations Division Liaison Links and Resources MEPNET page under the heading, “Travel Aids”.

c. J-3/MEOP-COL will coordinate and publish the Service’s normal ship days schedule at various times throughout the year (i.e. Summer Surge, Holiday Schedule, etc.). The NLT arrival time window schedule is published annually in the Approved Onward Transportation Carrier via Information Message and posted to the J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading “Travel Aids”.

d. Upon notification of seat unavailability, the MEPS TA will coordinate with DTMO at (571) 372-1217 to identify possible alternatives. If the proposed alternate route or carrier is a GSA City Pair Fare participant, then a shipping ETP is NOT required.

e. For shipping outside of standard ship days, Service Liaisons will coordinate ETP approval with their respective Service’s Recruiting and Training Commands. Proof of an electronic reservation from the Services’ electronic reservations systems (for example, the Army REQUEST system) is sufficient.

f. MEPS Commanders are authorized to approve shipping ETPs for airfares up to a maximum of \$200 over the established recruit travel route authorized fare. This includes approval of fares that cost less than the established fare.

g. MEPS TAs will submit a Travel MOC Request for all shipping ETPs above the monetary threshold established for the MEPS Commander.

h. For clarification or assistance, MEPS TAs may submit a Travel MOC Request.

2-4. MEPS Availability Time

Availability time is defined as “the earliest time a fully processed recruit can realistically be ready to board transportation at the originating terminal”. The MEPS will provide the availability time to their respective DTMO representative who is responsible for the assigned travel area. The MEPS will facilitate the largest possible travel window taking into consideration the entire processing day, available local travel, and airport security processing.

2-5. Travel Reservations

a. Travel reservations are made for individual recruits, on a by-name basis in accordance with Department of Homeland Security Transportation Security Administration regulations.

b. The Service Liaison, in accordance with [AR 601-270](#), Military Entrance Processing Station (MEPS), paragraph 6-8 will:

(1) Provide a [USMEPCOM Form \(UMF\) 727-E](#), Processing List, with redacted PII, to the MEPS TA using USMEPCOM Integrated Resource System (USMIRS) CN01 screen or other listing in accordance with local standard operating procedures by 1400 local MEPS time, 30 calendar days prior to the ship day. If the 30 day requirement falls on a day the MEPS is not open (i.e. weekend or holiday), this action must be taken on the next business day.

(2) The Projection List will contain all required shipping information to include:

(a) Full name (First, Middle, Last)

- (b) Date of birth
- (c) Gender
- (d) Shipping date
- (e) City of Origin/Origin Airport (For HTS/DS participants)
- (f) Destination

(3) Immediately notify the MEPS TA if a recruit has a Projected Active Duty Date (PADD) that is less than 30 calendar days from Delayed Entry Program (DEP)-in date. All requests for reservations received within 30 calendar days of ship date will be approved by the Service's Recruiting Command. Actual travel reservations are contingent upon seat availability.

(4) Alert the MEPS TA daily of any shipper updates or cancellations and update shipper projections in USMIRS or other established procedures. Examples include changes to name, shipping date, destination, etc. Timely notification is paramount to ensure the highest likelihood of obtaining transportation at the desired time.

(5) Provide Request for Orders (RFO) in accordance with local standard operating procedures to the MEPS orders processing POC by 1400 local MEPS time, 5 business days prior to shipping for active duty shippers and 5 business days prior to accession but no later than 30 days prior to ship for Guard and Reserve components. See [Chapter 8](#) of this regulation for HTS/DS Program NLT time periods. Service specific order worksheets (Request for Orders (RFOs)) are located on the J-3 Current Operations Division Liaison Links and Resources MEPNET page under the heading "Orders-Tickets".

(6) Verify projected shippers NLT 1100 local MEPS time the day prior to ship date.

(7) Advise the MEPS TA of any unanticipated changes affecting the shippers. (Note: Cancellations or changes made after ticketing will result in transaction fees from the CTO.)

(8) Ensure the local recruiting unit arranges or provides travel to applicants for enlistment, rejected applicants, and rejected Selected Service registrants.

c. MEPS TA will:

(1) Establish a system to track and monitor scheduled shippers for 30 calendar days. Monitor the schedule daily and update changes to names, dates, and shipper destinations as needed.

(2) Establish local operating procedures to address shipping requests received less than 30 calendar days before ship date. The procedures will be coordinated with the MEPS Commander, Operations Officer, CTO, and the Service Liaisons. MEPS are encouraged to accommodate last minute requests as much as practicable while still meeting established mission requirements.

(3) Provide the shipping projection list ([UMF 727-E](#) from USMIRS CN02 screen or other worksheet with redacted PII) in accordance with local policy, to the CTO daily.

- (a) Ensure any SSNs are redacted to show only the last four digits.

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(b) For all West Coast MEPS using the two-day shipping program, MEPS TAs will add one day to the USMIRS projected ship date to reflect the actual ship date.

(4) The Projection List will contain all required shipping information as listed in [paragraph 2-5b\(2\)](#) of this chapter and will include any other pertinent information (Example: Annotation for HTS/DS programs).

(5) Immediately notify the CTO to make a reservation for a recruit with a PADD that is less than 30 calendar days from DEP-in date.

(6) Immediately notify the CTO according to established procedures of any shipper cancellations or changes (i.e. names, travel dates, destination, etc.) in accordance with local operating procedures and in accordance with HTS/DS Program guidance as referenced in [Chapter 8](#) of this regulation.

(7) Ensure orders are prepared in accordance with the local standard operating procedures RFO format and this regulation. Reserve and National Guard orders will be prepared after accession and receipt of Human Immunodeficiency Virus/ Drug and Alcohol Testing (HIV/DAT) results but **not later than 30 calendar days prior to ship date** when practicable.

(8) Send orders to the CTO, for ticketing, no earlier than two (2) business days prior to travel in accordance with HTS/DS Program guidance provided in [Chapter 8](#) of this regulation.

(9) Review departure/arrival times to determine the number and amounts of meal checks to be issued in accordance with [Defense Travel Regulations Part I, Appendix M -Meal Ticket/Check](#). Issue meal checks appropriately for MEPS or HTS/DS Shippers.

(10) Provide preliminary travel projections in accordance with established procedures to onward ground carriers on the business day prior to pick up. The MEPS will provide final projections to the onward ground carriers NLT 1100 local MEPS time on ship day.

(11) Confirm all shippers are checked into MEPS via USMIRS on the day of shipping. 1300 local MEPS time the day prior to ship date.

(12) Ensure compliance with City Pair requirement of no more than a recruits per flight. Recruit travel groups do not exceed nine (9) recruits.

d. The CTO, in accordance with the DTMO designated CTO contract, will:

(1) Book shippers “by-name” and provide confirmed reservation itinerary to the MEPS TA in accordance with the following guidance:

(a) For reservation requests received 16-30 days before travel, the CTO will return the “by-name” reservation within 5 business days.

(b) For reservation requests received 5-15 days before travel, the CTO will return the “by-name” reservation within 2 business days.

(c) For reservation requests received 4 days or less prior to travel, the CTO will coordinate with the MEPS TA to expedite the request. See [Chapter 8](#) for exception for HTS/DS requirements.

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(2) Notify the MEPS TA immediately of flight non-availability through the most expedient method. The CTO will provide alternate routes, times, and fares in accordance with current local operating procedures and contract specifications for reservations and ticketing.

(3) Notify the MEPS TA of all refund actions on cancelled tickets in accordance with local operating procedures and contract specifications.

(4) Provide itineraries and invoices to the MEPS TA for each shipper after orders are received.

2-6. Standardized Recruit Travel Tools

a. Travel Brief

(1) The MEPS TA will conduct a travel brief to provide travel instructions to recruits. The standard travel brief consists of a video presentation and an oral briefing. The Services assume the travel brief responsibility for all HTS/DS Shippers.

(2) All air travelers will view the standardized recruit travel briefing video prior to the oral travel brief. **The MEPS TA (or other designated MEPS staff member) must be present at all times during the video to ensure recruits are giving their full attention to the briefing.**

(3) Travel briefing will be presented to all travelers regardless of mode of travel (see templates posted on Current Operations Division Liaison Links and Resources MEPNET page under the heading "Travel Aids"). In the event of problems with the video, the templates on the MEPNET will be used.

(4) Recruits traveling to the RTC via contract bus or other military transportation will be briefed on safety issues, dining procedures, and itineraries specific to their mode of travel.

b. RTC Cards

(1) RTC cards are provided for the 9 Reception/Training Centers. Additional cards may be printed from the J-3/Current Operations Division MEPNET page.

(2) The MEPS TA will:

(a) Distribute the applicable RTC card to each recruit during the travel brief. Recruits will verify they have the correct card for their destination.

(b) Explain that the RTC card has information about traveling from the MEPS to the destination airport and instructions for obtaining onward transportation to the RTC.

(c) Provide the name of the ground transportation carrier at each destination for the recruits to write in the space provided on the RTC card.

(d) Ensure recruits understand the procedures for traveling from the destination airport to their designated RTCs.

(e) Provide the recruits with the name of the MEPS and the MEPS contact phone number to write in the space provided on the RTC card. Also, provide the recruits with the Liaison Branch Duty number 866-838-4568. This number is also provided on the RTC card.

(f) Explain and point out the DTMO Recruit Assistance Hotline number ((877) 5-MEPS-GO / (877) 563-7746.)

(g) Ensure recruits have a government-issued (state or federal), picture identification card regardless of the mode of travel. The name on the identification card must match the name on the ticket. MEPS will not attempt to ship recruits who do not possess a valid Identification (ID) card.

(h) Ensure recruits write in any changes to the RTC card as needed.

2-7. Group Travel

a. Group Travel. Recruits enroute to the same destination and on the same transportation will normally travel in groups formed at the MEPS with a recruit Group leader designated by the TA. A travel group should not exceed 9 individuals, including the Group Leader. While individuals may travel as a group, each individual Army shipper will carry their own orders.

b. Group Leader Selection

(1) A responsible member of the group is designated as the Group Leader. The Group Leader serves as the group's intermediary with air and ground carrier representatives and is responsible for reporting any changes or problems to the MEPS TA while in city of origin or to DTMO after departing the city of origin.

(2) The e-Orders program automatically selects the oldest group member to be the Group Leader by default. However, the MEPS TA can change the Group Leader at his/her discretion with due regard for pay grade, maturity, and/or travel experience.

(3) The MEPS TA may assign an Alternate Group Leader to assist the Group Leader.

c. Group Leader Responsibilities

(1) The Group Leader will serve as the primary spokesperson and the Alternate Group Leader will assist the Group Leader with keeping track of the group members. Prior to departing the MEPS, the Group Leader(s) and their Alternate(s) will be briefed on the following responsibilities:

(a) Acting as the group's spokesperson when dealing with the transportation provider.

(b) Transporting the group's shipper packets to the RTC; with the exception of Army component recruits who will carry their own individual shipper packets.

(c) Maintaining accountability for all members while in transit.

(d) Will ensure no one turns over personal belongings until arrival at the RTC.

(2) The Group Leader will be instructed to call the MEPS TA immediately if a group member is missing or AWOL. The Group Leader will proceed to the destination with the rest of the group and will immediately notify the affected Recruiting Service Liaison/Guidance Counselor Service.

2-8. Prior-Service Enlistees

The MEPS TA will arrange for transportation of prior-service enlistees as requested by the Service.

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a. Prior-service members ordered to an RTC will receive the same transportation arrangements as recruits (i.e. at no cost to the member). However, except for those prior-service members who are attending Basic Training, the prior-service members are responsible for their own meals and will file a travel voucher upon arrival at their destination.

b. Prior-service members ordered to a military installation other than a RTC, will have transportation coordinated by the MEPS TA and Service Liaison. The MEPS TA and Service Liaison will provide shipper with information about obtaining follow-on transportation and local points of contact at the destination. If onward ground transportation is not provided by the receiving installation, the enlistee will procure ground transportation at personal expense and will file a travel voucher upon reaching the destination. Travel information for the most frequently used alternate military installations is located on the J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading "Orders-Tickets". MEPS can submit a MOC request to obtain information about shipping to any other military installation.

(1) Service Liaisons will ensure prior-service enlistees arrive at the MEPS with sufficient funds to defray any travel expenses.

(2) The MEPS TA will interview the prior-service enlistee to ensure the member has sufficient personal funds to defray the cost of any travel-related expenses. If a prior-service enlistee does not have adequate funds, the MEPS TA will refer the member back to the Service Liaison.

(3) Recruits authorized shipment of household goods or unaccompanied baggage will be directed to their Service Liaison for guidance.

2-9. Courtesy Shipping of Recruits

Occasionally, the Service Liaison Guidance Counselor will request that a recruit processed through one MEPS ships from another MEPS. This process is known as "courtesy shipping".

a. The following procedures will be followed by the losing (processing) MEPS:

(1) The MEPS Service Liaison Guidance Counselor notifies the MEPS TA of the Service's intent to courtesy ship an individual from another MEPS.

(2) Create orders for Reserve and National Guard shippers.

(3) The TA from the losing MEPS will send the recruit's file and packet to include orders to the gaining MEPS IAW [USMEPCOM Regulation \(UMR\) 680-3](#), 3 days after being notified.

(4) If the courtesy ship individual has not shipped, and amendments are needed, the MEPS that prepared the orders, will revoke/rescind the original orders.

b. The gaining MEPS will:

(1) Upon receipt, take permanent ownership of the recruit file in USMIRS.

(2) Prepare orders if the courtesy ship individual is a regular Service member. If orders were prepared by the losing MEPS, the orders will be provided to the gaining MEPS TA.

(3) The gaining MEPS TA will make travel arrangements and prepare meal checks as appropriate for the shipper.

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(4) If amendments are required to the orders prior to the individual shipping, the losing MEPS will revoke/rescind the original orders and provide the gaining MEPS with a copy of the revoked/rescinded order. The gaining MEPS will then create new orders for the individual prior to shipping.

(5) Travel arrangements are charged to the gaining MEPS travel account. The gaining MEPS reconciles the centrally billed account bill.

c. Courtesy Shipping in regards to Hometown Shipping Programs. For guidance to courtesy ship HTS/DS shippers, refer to chapter 8 of this regulation.

2-10. Onward Ground Transportation

a. J-3/MEOP-COL maintains information regarding the approved onward ground transportation carriers on the J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading "Travel Aids". This information will include ground carrier contact information, and NLT arrival times for each destination airport servicing the RTC.

b. The MEPS TA will:

(1) Provide preliminary shipping projection numbers to appropriate onward ground transportation carriers prior to close of business on the day before shipping.

(2) Submit as outlined in local standard operating procedures, confirmed shipping projections to onward ground transportation carriers NLT 1100 local MEPS time on ship day. This information is critical to prevent the Service's from incurring excessive expenses because of recruits held over at the destination airport due to a shortage of buses. At a minimum, the shipping projections will contain:

(a) MEPS Name

(b) Date shippers will require onward ground transportation

(c) The number of shippers requiring onward ground transportation

(3) Save a copy of all communications with Onward Transportation Carriers that occur within the fiscal year. Any emails from the previous fiscal year may be deleted 90 days after the start of a new fiscal year. (Example: All FY11 emails can be deleted after 1 January 2012). If email is not utilized as the mode of communication, the MEPS will maintain a log of all communications with Onward Ground Transportation Carriers indicating the following information:

(a) Designated RTC

(b) Destination Airport

(c) Name of Onward Ground Transportation Carrier

(d) Date Carrier Contacted

(e) Method of communication (email, telephone, fax)

(f) Date shippers will require onward ground transportation

(g) Number of shippers requiring onward ground transportation

(h) Name of the carrier POC contacted

(i) Additional comments as needed (i.e. carrier POC stating projections not needed, no response/no answer, etc.).

2-11. Recruit Assistance Program

a. At MEPS city of origin:

(1) The MEPS Commander is ultimately responsible for recruits while they are in the origin airport, terminal, or departure location.

(2) The MEPS TA will:

(a) Provide recruit assistance support while the recruits are in the city of origin.

(b) Respond to calls from recruits during posted MEPS business hours and during after hour times in accordance with this regulation.

(c) Be available to assist recruits 2 hours after the last scheduled departure time.

(d) Maintain in their possession a Government-procured cellular telephone (MEPS TA Duty Phone).

(e) Ensure each departing recruit has the MEPS TA's name and MEPS TA Duty Phone number.

(f) Monitor inclement weather, flight delays, or cancellations utilizing best practices such as calling the airlines or using websites to check flight status.

(g) Periodically visit the local transportation terminals to determine where recruits can place and receive phone calls (example: USO, military desk, or Personnel Assistance Point (PAP)) and include this information in the transportation brief. Note: Pay telephones at local airports may not accept incoming calls which will prevent a MEPS from contacting a stranded recruit.

(3) As an additional line of communication, USMEPCOM J-3/MEOP-COL maintains a toll free number that recruits can use for assistance. The number is (866) 838-4568 and is staffed 24 hours a day.

(4) HTS/DS Shippers are the responsibility of the Service prior to departure from the city of origin. See Chapter 8 of this regulation for additional HTS/DS guidance.

(a) HTS/DS Shippers who are stranded at the city of origin may be lodged at the MEPS contract hotel.

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(b) The Service is responsible for contacting the MEPS to make new travel arrangements and to request a new meal check, if needed. If it is not practical for the MEPS to provide new meal checks, then the DTMO Recruit Assistance Hotline ((877) 5-MEPS-GO / (877) 563-7746) can be engaged to provide for meals.

(c) The next day, the Service will arrange transportation to the departure terminal. HTS/DS Shippers may use the MEPS bus to travel to the departure terminal.

b. After departing city of origin:

(1) DTMO assists recruits once they have departed from the city of origin until they have transferred to military control at the RTC. The DTMO maintains the toll-free Recruit Assistance Hotline for recruits encountering transportation problems en route to their training sites. The telephone number for the Recruit Assistance Program is (877) 563-7746 ((877)-5-MEPS-GO) and is staffed 24 hours a day.

(2) The MEPS TA will provide the Recruit Assistance Hotline number to recruits during the travel brief. The MEPS TA will emphasize the DTMO number should only be used if the recruit encounters travel-related problems, such as being stranded, illness/injury, overnight delays, lost tickets, or is unable to contact the MEPS TA if at the origin airport.

Chapter 3

Centrally Billed Accounts (CBA)

3-1. CBA Guidance

The CBA is the primary financial means for procuring recruit transportation. Per the Anti-Deficiency Act, 31 U.S.C. § 1341(a)(1)(A), no MEPS personnel will make or authorize obligation or expenditure that exceeds an amount available in an appropriation or fund. ~~J-8/MERM-PPP J-8/MERM-PP-PF~~ will assist MEPS with avoiding/resolving suspension or cancellation of CBAs. Additional information regarding CBA Payment Procedures is provided on the Current Operations Division Liaison Links and Resources MEPNET page under the heading "Travel Aids".

3-2. Reconciliation.

Payment is due to the contract card company by the "Payment due date" as listed on the contract card company bill. Mailing or faxing the reconciled package to the designated DFAS does not constitute payment of the bill. MEPS shall follow-up with DFAS to ensure the bill is paid.

a. The MEPS TA bears primary responsibility for reconciling the ten Service CBAs and is required to act as an A/OPC for the MEPS.

b. The MEPS TA (A/OPC) will:

(1) Attach recruit travel orders to their respective itineraries daily and file in accordance with local MEPS procedures.

(2) Access the contract card company Electronic Access System (EAS) website to print the current month's bill the day after the cycle ends.

(3) Ensure receipt of the data disk, copies of each order charged, and invoices from the CTO. If any of these items are not provided to the MEPS, the MEPS TA (A/OPC) will immediately contact the servicing CTO and request the missing items. The MEPS TA (A/OPC) will notify the QAE for recruit travel to report the incident on the quarterly QAE report. Note: Contract card company forwards an electronic invoice to the CTO. The CTO forwards the CTO invoice to the MEPS TA within 5 business days from receipt of the contract card company bill.

(4) Date stamp the Service's charge card bill with the date when received or the date bill is printed from the EAS website, and date stamp the Service's CTO invoice when received (the charge card bill and CTO invoice usually do not arrive on the same day). The date stamps on both the credit card statement and the CTO invoice must match.

(5) Prepare [SF 1034](#), Public Voucher for Purchases and Services Other than Personal (see [Figure 3-1](#) for example):

(a) Step 1: Receive bill from contract card company or EAS on 1 Jan 2007. Stamp contract card company bill with 1 Jan 2007 date and annotate name of the contract card company below the date stamp.

(b) Step 2: Receive CTO invoice on 5 Jan 2007. Stamp CTO invoice with 5 Jan 2007 and annotate CTO name below the date stamp. Also, stamp the CTO invoice with 1 Jan 2007 (date contract card company bill received) and annotate name of the contract card company below the date stamp.

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(c) Step 3: Stamp **contract card company** bill with 5 Jan 2007 (date CTO invoice received) and annotate CTO name below the date stamp.

(6) Abide by the Prompt Payment Act (PPA), which mandates a vendor be paid interest if a bill is not paid within 30 calendar days from the date of receipt of the bill. The PPA clock does not start until both the charge card bill and CTO invoice are received (this is why the date stamps on the charge card bill and CTO invoice are important).

(7) Load the data disk received from the CTO into the DTMO CBA Reconciliation Tool (<https://www.defensetravel.dod.mil/cba>). The information contained on the disk should match the other documentation received from the CTO. If the information does not match, the MEPS TA (A/OPC) will take the necessary steps to identify and resolve the discrepancies.

3-3. Identifying Discrepancies

a. Identifying discrepancies is an important part of the reconciliation process. The MEPS TA (A/OPC) must appropriately identify discrepancies and take appropriate actions to ensure the correct transactions are posted. Discrepancies are identified as either Disputes or Transfers.

b. Disputes are any charge and/or credit that the MEPS did not make or earn.

c. Transfers are any charge and/or credit that belong to an alternate Service charge card or MEPS.

d. The MEPS TA (A/OPC) will:

(1) Dispute charges, credits, and transfers using the DTMO CBA Reconciliation Tool (<https://www.defensetravel.dod.mil/cba>).

(2) Complete the required dispute or transfer documentation and immediately fax to the **contract card company**.

(a) **Contract card company** will remove disputes from the bill immediately,

(b) **Contract card company** will recharge the card after 60 days if the CTO does not reverse erroneous charges.

(3) Follow-up on disputes or transfers during the first and third weeks of the current billing cycle by contacting the CTO and/or **contract card company**. Document all actions taken until the issue is resolved and retain in file.

(4) Notify QAE of discrepancies for quarterly report.

(5) Notify Sector/Battalions of all disputes not resolved within 30 days.

3-4. Complete CBA Package

a. A complete CBA package contains:

(1) Original contract card agency (**contract card company**) bill or EAS print-out.

(2) The CTO Invoice, Recruit Travel Orders, and data disk after reconciliation (11 files).

(3) A copy of any transfers or disputes

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(4) A [SF 1034](#), Public Voucher for Purchases and Services Other than Personal, signed by the ATO. (see [Figure 3-1](#))

(a) The charges on the [SF 1034](#) must equal the total amount of the charge card bill due that month. This includes any disputes and transfers (if applicable) minus any credits that appear.

(b) A separate [SF 1034](#) is used for each Service's CBA.

(c) The TA will prepare an [SF 1034](#) when reconciling transportation bills. The form may be located in the GSA Forms Library.

b. MEPS will retain copies of completed and closed CBA packages for six (6) years from the date of resolution in accordance with guidance prescribed in [AR 25-400-2](#). MEPS Commanders are authorized to retain CBA documents electronically or as a hard copy.

3-5. Disruption of Service

If an account is in threat of suspension and all actions have been taken to resolve billing discrepancies, the MEPS TA A/OPC will contact DFAS for a TRACER number and date for pending payment. The MEPS TA A/OPC will forward all dispute documentation, to include actions taken, DFAS TRACER number, date for pending payment, to HQ-J8-MRM-CBA-IBA@mepcom.army.mil <http://mepcomsdp1/CAisd/pdmweb.exe>.

a. MEPS will:

- (1) MEPS notify Battalion if CBA is 30 days delinquent.
- (2) MEPS notify Battalion and Sector if CBA is 60 days delinquent.
- (3) MEPS notify Battalion, Sector, and J-3/J-8 if CBA is 90 days delinquent.

b. MEPS that are Battalions will:

- (1) Notify the Sector if CBA is 30 days delinquent.
- (2) Notify the Sector and J-3/J-8 if CBA is 60 days delinquent.

3-6. Partnering

a. In the unlikelyhood a MEPS CBA is suspended or revoked, transportation can be arranged by "Partnering" with another MEPS to accomplish recruit shipping.

b. MEPS Partnering Procedures:

- (1) MEPS personnel will request assistance from a MEPS within their respective Sector.
- (2) Both MEPS partners must be assigned to the same DTMO Travel Area/CTO (Example: Boise and San Jose MEPS - Western Sector in Travel Area 105).
- (3) Both MEPS partners will agree, in writing, on a process for providing orders and returning itineraries to facilitate timely bill reconciliation.

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(4) The assisting MEPS will provide the CTO with written authorization to use their designated Service's charge card account for a specific timeframe. The MEPS will not exchange charge card numbers.

(5) The MEPS receiving assistance is responsible for ensuring the assisting MEPS receives all documentation needed for bill reconciliation.

(6) Both MEPS partners will retain a copy of all orders and itineraries.

Figure 3-1. Sample [SF 1034](#), Public Voucher for Purchases and Services Other than Personal

| | | | | | | | | |
|---|-----------------------------|---|--|--|------------------------|--------------------------------------|---------------|---------------|
| Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 | | PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL | | | | VOUCHER NO. | | |
| U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Unit's Name Xxx Anywhere St Somewhere, IL XXXXX POC: name, phone#, and email(if possible) | | | | DATE VOUCHER PREPARED 05/17/2012 | | SCHEDULE NO. | | |
| | | | | CONTRACT NUMBER AND DATE | | PAID BY | | |
| | | | | REQUISITION NUMBER AND DATE | | | | |
| PAYEE'S NAME AND ADDRESS Citibank Government Card Services PO Box 183173 Columbus, Oh 43216-3173 Cage Code 541Y2 | | | | | | DATE INVOICE RECEIVED | | |
| | | | | | | Date Stamp | | |
| | | | | | | DISCOUNT TERMS | | |
| | | | | | | PAYEE'S ACCOUNT NUMBER | | |
| SHIPPED FROM | | TO | | WEIGHT | | GOVERNMENT B/L NUMBER | | |
| NUMBER AND DATE OF ORDER | DATE OF DELIVERY OR SERVICE | ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary) | | QUANTITY | UNIT PRICE COST PER | | AMOUNT (1) | |
| Invoice # | | Transaction account number | | | | | \$\$\$ Amount | |
| Statement Closing Date | | Corporate account number | | | | | | |
| (Use continuation sheet(s) if necessary) (Payee must NOT use the space below) | | | | | | | TOTAL | \$\$\$ Amount |
| PAYMENT: | | APPROVED FOR | | EXCHANGE RATE | | DIFFERENCES | | |
| <input type="checkbox"/> PROVISIONAL | | =\$ | | =\$1.00 | | | | |
| <input type="checkbox"/> COMPLETE | | BY 2 | | | | | | |
| <input type="checkbox"/> PARTIAL | | | | | | | | |
| <input type="checkbox"/> FINAL | | | | | | | | |
| <input type="checkbox"/> PROGRESS | | TITLE | | | | Amount verified; correct for payment | | |
| <input type="checkbox"/> ADVANCE | | | | | | \$\$\$ Amount | | |
| | | | | | | (Signature or initials) | | |
| Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. | | | | | | | | |
| MM/DD/YYYY | | Authorized certifying officer | | Title of authorized certifying officer | | | | |
| (Date) | | (Authorized Certifying Officer) 2 | | (Title) | | | | |
| ACCOUNTING CLASSIFICATION | | | | | | | | |
| LINES OF ACCOUNTING (ACTIVE, NATIONAL GUARD, RESERVE ALL ON SEPARATE LINES) INDICATE DOLLAR AMOUNT APPLICABLE TO CORRESPONDING (LOA) | | | | | | | | |
| PAID BY | CHECK NUMBER | ON ACCOUNT OF U.S. TREASURY | | CHECK NUMBER | ON (Name of bank) | | | |
| | CASH | DATE | | PAYEE 3 | | | | |
| \$ | | | | | | | | |
| 1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be. | | | | | | PER | | |
| | | | | | | TITLE | | |

Previous edition usable

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Figure 3-1. Sample [SF 1034](#), Public Voucher for Purchases and Services Other than Personal

Chapter 4

Recruit Travel Orders

4-1. General Information

Military travel orders are the instrument through which travel expenses are tracked and paid. The MEPS issues orders for assignment of regular component new recruits to training or initial active duty stations and direct entry on active duty of Reserve and National Guard enlistees. The MEPS are the centralized orders issuing activities for the Recruiting Service Liaisons and Guidance Counselors.

4-2. Personally Identifiable Information (PII)

a. The protection of PII is critical to mission success and requires proper administrative, technical, and physical safeguards to ensure the security and confidentiality of the information. MEPS are reminded of the requirement to reasonably safeguard PII to prevent inadvertent, unauthorized, or malicious disclosure of record content during processing, storage, transmission, and disposal. MEPS are further reminded of their responsibility to ensure that record content containing PII is only disclosed for official reasons to persons with a valid need-to-know and the disclosure is necessary to perform assigned duties of the sender and recipient. Any PII not required for reservations, confirmations, etc will be redacted.

b. IAW the USMEPCOM annual training plan, MEPS Commanders will instruct their personnel on their roles and responsibilities for collecting, maintaining, and disseminating PII; on agency rules and procedures for implementing the PII safeguards; and on penalties for failing to comply with these requirements. Disclosure whether inadvertent, unauthorized, or malicious may be punishable under the Uniform Code of Military Justice (UCMJ), Competent Civil Authority, or through administrative process.

4-3. Order Preparation

a. The Recruiting Service Liaisons or Guidance Counselors will provide the appropriate data necessary for the creation of proper recruit travel orders via a RFO **or locally generated information sheet**. The minimum information necessary to create an order is outlined in each Service's orders worksheet posted on the J-3/Current Operation Division Liaison Links and Resources MEPNET page under the heading "Orders-Tickets". The RFO **or locally generated information sheet** will serve as the source document for preparing orders and will include information concerning unit of assignment, movement of dependents, shipment of household goods, authorized leave, etc. in accordance with [AR 601-270](#), paragraph 6-8. The MEPS are required to retain a copy of each RFO **or locally generated information sheet** based on local operating procedures. RFOs **or locally generated information sheet** for split shippers will be annotated to indicate if the shipper has a mandatory return date.

(1) If the RFO indicates yes, the Service will provide the mandatory return date on the RFO and the mandatory return date will be listed on the travel orders. When a RFO indicates yes for a mandatory return date but the mandatory return date is not provided, the MEPS TA will contact the Service Liaison for the date.

(2) If the RFO indicates no, the orders will be created without a mandatory return date listed on the travel orders.

(3) If the Service Liaison does not indicate yes or no on the RFO regarding the mandatory return date, the MEPS TA will contact the Service Liaison for the requirement.

b. Orders preparation timeline:

(1) The projected ship date constitutes the effective date of recruit travel orders.

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(2) The MEPS will prepare and publish orders for regular component enlistees **IAW local operating procedures or NET two business days before ship day.** ~~NET five business days before ship day.~~

(3) The MEPS will publish orders for Reserve and National Guard enlistees after accession and receipt of HIV/DAT results but **not later than 30 calendar days prior to ship date** when practicable.

(a) Per National Guard Bureau direction, MEPS will not prepare orders for Direct Shippers to their respective Recruit Sustainment Program (RSP) sites prior to the projected ship date. The RSP reporting date must match the reporting date to the RTC.

(b) The state National Guard will issue orders as needed to accommodate early reporting to the local RSP site.

(c) MEPS issued orders will not be amended to reflect changes to pay grade after applicant accession.

(d) Orders created for Phase II shippers will reflect the pay grade entered in the applicant's accession data in USMIRS. It is the member's and Service's responsibility to provide proof of promotion to the RTCs personnel staff.

c. The MEPS will prepare recruit travel orders using only the USMEPCOM e-Orders program and the USMEPCOM-approved "Travel Orders Formats Reference" templates, posted on the J-3/Current Operations Division MEPNET page. No other orders-producing program or system is authorized.

(1) The e-Orders program is the primary mechanism for creating recruit travel orders. MEPS can access the e-Orders program at (<https://eorders.mepcom.army.mil/eOrdersLoginV2/login.jsp>). A User guide, can be found on the J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading "Orders-Tickets".

(2) Manual orders will only be prepared using the "Travel Orders Formats Reference" templates posted on the J-3/Current Operations Division MEPNET page when:

(a) The e-Orders program is unavailable or not functioning and a system delay negatively impedes the recruit travel.

(b) During the interim period when new orders templates or orders changes are awaiting incorporation into the e-Orders program.

(c) Preparing amendments, revocations and rescissions to orders that were not created within the e-Orders program.

(d) As directed by USMEPCOM J-3/Current Operations Division Liaison Branch.

4-4. Order Numbering

a. Recruit travel orders are numbered using a specific seven-digit format comprised of the last digit of the calendar year in which the order is issued, the Julian date, and a sequence number that begins daily with 001. Examples:

(1) The first order for July 6, 2010 is 0187001

(2) The 12th order for January 5, 2011 is 1005012

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- b. The orders numbering scheme varies slightly between e-Orders and manual orders.

(1) The e-Orders program calculates the Orders Number from the applicant's projected ship date regardless of when the user creates the orders. (Example: Orders are created on November 4, 2010 for a shipper projected to ship on November 29, 2010. The created date in the upper right-hand corner of the order will read "November 4, 2010". The calendar year and Julian Date for November 29, 2010 is 0334. This set of orders is the first created for the projected ship date and will be assigned sequence number 001. The Orders Number for this set of orders will read 0334001 (0 = Calendar Year; 334 = Julian Date; 001 = Sequence Number)).

(2) Manually created orders begin each day with sequence number 501 to distinguish them from program-generated orders. Since manual orders are generally not prepared before ship day, the Julian date in the Orders Number will reflect the creation date of the manual orders. (Example: The first set of manually created orders on January 31, 2011 would be 1031501 and reflect a creation date of January 31, 2011).

4-5. Order Consolidation

a. An Order Consolidation Sheet/Control Log is not required for orders created in the e-Orders program.

b. The MEPS employee responsible for publishing travel orders will complete and maintain a daily travel order control log for all manually created orders. The prescribed form for the daily control log is [UMF 55-2-3-E](#), Order Consolidation Sheet/Control Log.

c. The MEPS commander may delegate, in writing, other MEPS personnel (civilian or military) to complete and maintain this control log.

d. [UMF 55-2-3-E](#) usage:

(1) Part I: Enter the date of the Orders Consolidation Sheet/Control Log, the orders numbers published, and any unused orders numbers in Part I of [UMF 55-2-3-E](#).

(2) Part II: Record the enlistee's last name under Part II of the Control Log. If Group Orders, list the group leader's last name and the number of other enlistees shipped under the orders (Example: "Smith + 5"). NOTE: Part II of [UMF 55-2-3-E](#) may be modified to accommodate local procedures for controlling issuance of orders.

(3) Attach one copy of each manual order to the completed Consolidation Sheet/Control Log.

(4) Post amendments, revocations, or rescissions on the original manual travel orders (i.e., "Rescinded by Orders 9002001 of 2 Jan 09;" "Amended by Orders 0002002 of 2 Jan 10"). The MEPS will attach the new order to the current daily consolidation set indicating whether it is an amendment, revocation or rescission. (Example: "Smith +5, (Amended)")

e. The MEPS will file [UMF 55-2-3-E](#) and any attached orders in accordance with [AR 25-400-2](#), Appendix A, Section VI, Prescribed Record Numbers).

4-6. Order Authentication

- a. The authentication contains the authority line and signature block.

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b. The MEPS Commander or Operations Officer will normally authenticate orders. The MEPS Commander may delegate, in writing, other MEPS personnel (civilian or military) who may also authenticate orders.

c. Omit the authority line when the order is signed by the MEPS Commander. When the order will not be signed by the Commander use the “FOR THE COMMANDER:” authority line.

d. The MEPS will authenticate orders by:

(1) Creating orders in the e-Orders program. (e-Orders utilizes CAC card logon for system authentication), or

(2) Mechanically “drawing” an official seal on the order, or

(3) Manually signing above the signature block.

4-7. Order Amendment

a. The MEPS, as the originator of the orders, will amend orders when required by the Services. Only the organization that published the original order may amend, rescind, or revoke the order. The minimum information necessary to amend, rescind or revoke an order is outlined on each Service’s request for orders (RFO) worksheet posted on the Current Operations Division Liaison Branch Links and Resources MEPNET page under the heading “Orders-Tickets”. The RFO will serve as the source document when amending, rescinding, revoking an order.

b. The MEPS are authorized to amend orders as long as the whole order has not been executed (i.e., the member has not completed travel to the final destination **and or returned home**). **Prior to amending a fully executed order, a request to amend the order is required. Submit the request to the Current Operations Division Liaison Branch via a MOC Request.**

c. Distribution of the amended order will be the same as for the original order.

d. Orders will not be amended more than once. If more than one amendment is required, MEPS will rescind the original order and publish a new order.

e. The use of white-out, correction tape/fluid, etc. is not authorized on orders.

f. The prescribed format used to amend, rescind, or revoke an order is located in e-Orders or on the J-3/Current Operations Division MEPNET page.

4-8. Order Types

There are two types of orders: Basic and Special.

a. Basic Orders refer to orders for shippers entering the Regular Armed Forces for Initial Entry Training. Shippers with a basic order type may be placed in Group orders.

b. Special Orders include orders for enlistees with Prior Service experience, who are entering the Guard or Reserves, or are attending Officer Training School; as well as any orders for Separation Processing and Amendments. These Shippers may NOT be placed within a Group Order.

4-9. Group Orders

a. A group order can be used when more than one enlistee is being shipped to the same location(s) with identical reporting instructions. **Group orders are limited to no more than nine (9) recruits.** Group orders cannot contain the full Social Security Numbers or home of record addresses, as it violates the Privacy Act of 1974. Group orders are not authorized for Army National Guard or Reserve component recruits.

b. In the event a recruit who is listed on a group order is determined not to be shipping, the MEPS TA can use the Remove from Order (REMO) function in the e-Orders program to remove a recruit from the group order; even if that order has been assigned an order number by the program. MEPS will not utilize the REMO feature once an order has been printed or otherwise distributed to the recruit, service liaison, or CTO. Once an order has been distributed as an official document, the orders must be revoked and reissued to remove a recruit's name from the order. **Orders must be rescinded if there is a change to a recruit's name or social security number (SSN).**

4-10. Absent Without Leave (AWOL) Enlistees

a. The next duty day after receiving notification of an AWOL enlistee, the MEPS TA will forward a form letter to the missing or AWOL enlistee's training center stating:

(1) Subject: Failed to Ship

(2) Purpose: For Your Information

(3) [Name-last, first, middle initial; SSN; rank; branch of Service] failed to report for transportation to [name of training center].

(4) [Name of MEPS] was notified by group leader [name, SSN, rank], who arrived at your location on [date].

b. The AWOL enlistee's orders will be amended in accordance with the published "Travel Orders Formats Reference" templates and the desires of the Service.

4-11. Orders Disposition

a. **Electronically generated Orders (e-Orders).** Archiving coordination with the National Archives and Records Administration (NARA) is performed by USMEPCOM J-6.

b. **Manual Orders**

(1) **Manual orders will be filed per guidance provided in [AR 25-400-2](#) (Army Records Information Management System (ARIMS)).**

(2) **MEPS will maintain a file of orders from the current calendar year and the previous two calendar years. For example: while in CY11, the MEPS maintains files for CY11, CY10, and CY09.**

(3) **At the beginning of the new calendar year, the files from the three previous years will be sent to the Federal Records Center. The MEPS will prepare a [SF 135](#) Records Transmittal and Receipt Form in accordance with the instructions outlined on the back of the form. The number on the back of the form refers to the block on the form.**

(4) Forward the files and completed [SF 135](#) Records Transmittal and Receipt Form to:

Federal Records Center
4205 Suitland Road
Suitland, Maryland 20746
RECORDS MANAGEMENT COORDINATOR 301-387-1740

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Chapter 5

Bulk Tickets Purchases

5-1. Purchasing

The MEPS will not use bulk tickets for recruit travel.

5-2. Disposal of unused tickets.

- a. The MEPS TA will mark “CANCELLED” on any unused tickets.
- b. Tickets will be returned using [DD Form 730](#), Receipt for Unused Transportation Requests and/or Tickets, or [SF 1170](#), Redemption of Unused Tickets, depending on the Service (see subparagraphs 1 through 4). Any on-hand, unused tickets purchased by the MEPS will be returned for refund by certified mail as follows:
 - (1) Army and Air Force. Tickets being returned for refund will be sent to the General Services Administration, ATTN: FWCA, Room G137, 18th and F Streets NW, Washington D.C. 20405, using [DD Form 730](#).
 - (2) Navy. Tickets being returned for refund will be sent to the Naval Operational Logistics Support Center, Code N413, ATTN: Passenger Transportation, 1837 Morris St, Ste 600, Norfolk, VA 23511-3492, using SF 1170.
 - (3) Marine Corps. Commanding General, Marine Corps Logistics Bases, Code 470, Albany, GA 31704-5000 using SF 1170.
 - (4) Coast Guard. Commandant, U.S. Coast Guard, ATTN: HSC (A-3), 2100 2d Street SW, Washington, DC 20593-0001 using SF 1170.

[TOC](#)**Chapter 6**
Automated Meal Check**6-1. General**

The MEPS will provide travelling recruits with the applicable meal allowances prescribed in [JFTR Volume 1](#), Ch1, U1500 and [Defense Transportation Regulation \(DTR\) 4500.9-R, Part 1 Appendix M](#).

6-2. Responsibilities

a. J4-MEFA-AD will issue appointment orders ([Figure 6-1](#), Sample Automated Meal Check Issuer Appointment Orders) to the MEPS TA and/or designated alternates as disbursement clerks for the MEPS. The funds certifying officer J4-MEFA-AD will be notified to terminate the appointment orders when there is a change in the TA and/or alternate.

b. The MEPS TA will:

(1) Prepare and issue the appropriate automated meal check(s) to recruit travelers. Meal checks will be treated as controlled disbursement checks to be cleared through the banking system like a paper check.

(2) Issue meal checks to authorized active, reserve, and guard component recruits in the appropriate amounts based on the travel time of the individual's travel orders and travel arrangements. In general, prior service travelers do not receive meal checks, however, prior service travelers with less than 179 days of service, travelers who are ordered to Basic Training, and National Guard or Reserve component (Phase II) shippers en route to Advanced Individual Training (AIT) will be issued meal checks.

(3) Report any loss of printed meal checks to the ATO.

(4) Log meal check issuance on the Meal Check Program, End of Day Report. The End of Day Report will be filed for six (6) years, in accordance with the provisions of [AR 25-400-2](#). MEPS Commanders are authorized to retain documentation electronically.

(a) When the meal check is given to the recruit, the MEPS TA will have the recruit initial on the line that contains his/her name.

(b) In the event a Recruiter or Service Liaison signs for the meal check on behalf of a HTS/DS Program participant, the Recruiter or Service Liaison will sign the End of Day Report with their full payroll signature.

c. The MEPS Commander or designated representative (i.e. the Operations Officer/NCOIC) will review manual input to the meal check program daily.

6-3. Procedures

a. The MEPS TA creates a meal check using the USMEPCOM Automated Meal Check Program. The MEPS TA and designated alternates are the only individuals authorized to issue meal checks. Meal check procedures are posted on the J-3 Current Operations Division Liaison Links and Resources MEPNET page under the heading "Travel Aids".

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b. Meal checks will only be printed on authorized check stock using a magnetic ink character recognition (MICR) toner cartridge and laser printer dedicated for use as a check printer only. An authorized source of supply for check stock is: Nelco, 3130 S. Ridge, Green Bay, WI, 54307-0208, (800) 266-4669, www.taxforms.com, form code: LSR501-14, Green Laser Multi-purpose Green Check. Note: The MEPS Information Technology Specialist should have the most current equipment life-cycle information and software allowed on the meal-check computer.

c. Printed meal checks contain the traveler's name, check number, check issuance date, appropriation data, not to exceed amount, and authorizing electronic signature.

d. The MEPS TA will:

(1) Print a copy of the End of Day Report listing the meal checks issued each day and retain the list for 6 years in accordance with guidance prescribed in [AR 25-400-2](#).

(2) Verify the accuracy of meal check. Alterations or erasures are not permitted. If errors are found, a new meal check must be issued. The erroneous meal check will be voided by writing or stamping "VOID" on the face of the check; the MEPS TA will file the voided check with the End of Day Report for six (6) years, in accordance with the provisions of [AR 25-400-2](#).

(3) Retrieve and void any unused Meal Checks from HTS/DS "no-shows" and file IAW [paragraph 6-3d\(2\)](#). Meal checks issued for HTS/DS applicants reported as "no-shows" are to be returned to MEPS TA within 5 processing days from scheduled ship date. Upon return of unused meal check/s the TA will write VOID across the check and place it with the original End of Day Report. If the whereabouts of an unused meal check are unknown, the MEPS TA will obtain documentation from the Service Liaison.

(4) Brief recruits during the Recruit Travel Brief on the authorized use of the meal check and identify restaurant vendors that may accept the meal checks. The MEPS TA will also explain how to use the meal check to purchase a meal and how to properly dispose of unused meal checks ([paragraph 6-6](#)).

(5) Secure blank check paper at the end of the day in a GSA-approved safe with a securing bar.

e. Recruits responsibility:

(1) Ask the restaurant vendor in advance if they accept meal checks.

(2) Be prepared to present identification to the restaurant vendor, if requested.

(3) Print (in ink) the name of the restaurant and the numeric value of the actual meal cost in the space provided after "PAY TO THE ORDER OF:". The numeric value will not be more than the "MEAL CHECK NOT TO EXCEED" amount.

(4) Print (in ink) the dollar amount in words and the appropriate cents (xx/100) in the space provided to the left of "DOLLARS."

(5) Initial the meal check near the written numerical dollar amount. The amount written on the meal check by the recruit will reflect the actual price of the meal; no change will be given.

(6) Use the meal check only during official travel to RTC or initial duty station.

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f. The MEPS Commander will counsel the MEPS TA and designated alternates on their liability to the United States for all public funds under their control and provide written and oral instructions on the MEPS TA responsibilities and duties. The appointed MEPS TA or alternates are the only officials authorized to issue meal checks.

6-4. Automated Meal Check Program Problems

The MEPS will contact the J-6/MEIT-Help Desk (847) 688-3680, ext. 7800 for assistance when problems with the automated meal check software, computer, or printer prevent the printing of meal checks.

6-5. [DD Form 652](#), Uniformed Services Meal Ticket

a. In the event that meal checks cannot be printed, the MEPS will issue the [DD Form 652](#), Uniformed Services Meal Ticket, to not delay the recruit's travel. [DD Form 652](#) will only be issued in the event of unresolved meal check problems. [Procedures and instructions for use and preparation of \[DD Form 652\]\(#\) are found at <http://www.transcom.mil>](#). At the site, select [Defense Travel Regulations, Part 1](#). Click on the Appendix Tab and select Appendix M.

b. The following information is added as clarification to Appendix M in preparing [DD Form 652](#)

(1) Block 6. Appropriation Charge. Enter the line of accounting.

(2) Block 7. Issuing Station or Ship and Date of Issue. Enter MEPS name/title, signature and date. The TA or ATO signature is required in this block for [DD Form 652](#) to be negotiable.

6-6. Unused Meal Checks

a. Recruits will surrender unused meal checks to RTC staff members only, and only upon arrival at the RTC. The RTC staff members will forward the unused checks to their accounting department for destruction using authorized methods. The J-8 Resource Management Directorate is the functional POC for meal checks.

b. Any unused meal checks from HTS/DS "no-shows" will be returned to the MEPS for disposal in accordance with the procedures in [paragraph 6-3d\(4\)\(3\)](#) of this regulation.

6-7. Accountability of Meal Checks, Meal Tickets, and Other Accountable Recruit Travel Related Documents

a. A [SF 702](#), Security Container Check Sheet, will be affixed to the outside of the steel file cabinet with a changeable lock used to store accountable travel related documents to include meal check paper. The SF 702 will be completed each time the container is opened and closed.

b. A [SF 700](#), Security Container Information Sheet, will be maintained in a secure space with a lock. The SF 700 will not be stored in the steel file cabinet containing the accountable travel documents.

[TOC](#)**Figure 6-1. Sample Automated Meal Check Issuer Appointment Orders**

USMEPCOM Letterhead

(Office symbol) (Date)

MEMORANDUM FOR (MEPS)

SUBJECT: Automated Meal Check Issuer Appointment Orders

The following individuals are appointed as meal check issuers at the (MEPS).

| | | | |
|--------|--------|-------|-----------|
| (Name) | (Rank) | (SSN) | Primary |
| (Name) | (Rank) | (SSN) | Alternate |

Authority: DoD 4500.9-R

Effective Date:

Period: Indefinite

Special Instructions:

Individuals are not authorized to have signature authority or certification authority while in the performance of their duty as meal check issuer.

Individuals will read, understand, and sign the handbook instructions to issue meal checks.

Individuals will report any meal check discrepancies to the (name of MEPS) Assistant Transportation Officer.

(Signature block of Funds Certifying Officer J4-MEFA-AD)

Distribution:
1 - MEPS
1 - Individual

Figure 6-1. Sample Automated Meal Check Issuer Appointment Orders

[TOC](#)**Chapter 7****MEPS Quality Assurance Evaluator (QAE) for Recruit Travel****7-1. General**

a. The DTMO COR is the primary party responsible for managing CTO performance issues. Each MEPS is required to assign a QAE to report on their respective CTO's performance. MEPS QAEs conduct regular review of the CTO's contract performance and communicate issues with the assigned DTMO COR and contract support staff.

b. MEPS TAs not appointed as the QAE will provide CTO performance feedback to the MEPS designated QAE. The MEPS QAE will contact and forward issues to the designated DTMO COR contract support staff for resolution. The designated MEPS QAE will also document the issue in the QAE quarterly report and forward the report to the DTMO designated COR and contract support staff and copy Current Operations Liaison Branch with information.

7-2. Procedures

a. Each MEPS Commander will designate a primary and an alternate QAE by completing and signing the QAE Designation Letter. The key prerequisite for QAE designation is a strong working knowledge of the recruit travel process and regular interaction with the CTO. The QAE Designation Letter is available at the J-3 Current Operations Division Liaison Links and Resources MEPNET Page under the heading "Travel Aids".

b. The MEPS designated QAE will complete DTMO's online MEPS-CTO Implementation Training. The course takes approximately 30-45 minutes to complete. A certificate is provided upon successful completion of the training. Procedures for accessing the training are located at the J-3 Current Operations Division Liaison Links and Resources MEPNET Page under the heading "Travel Aids".

c. The nominated QAE will submit the signed QAE Designation Letter and a copy of the MEPS-CTO Implementation Training certificate via e-mail to the designated DTMO COR and contract support staff responsible for the MEPS' Travel Area. A list of the DTMO Travel Areas and the respective contract support staff can be found on the J-3/Current Operations Division MEPNET page.

d. The DTMO COR will issue an appointment letter to the QAE detailing the specific duties and responsibilities of the MEPS QAE. In addition, the COR will provide the QAE with a copy of the CTO contract and any contract modifications.

e. The MEPS designated QAE will notify their respective DTMO COR and contract support staff when they are transferring or are no longer the designated QAE.

7-3. QAE Responsibilities

a. The DTMO COR responsibilities:

(1) Be the primary party responsible for handling all CTO contractor performance issues presented by QAEs.

(2) Issue appointment letters and a copy of CTO contracts to MEPS nominated QAEs.

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(3) Coordinate with MEPS QAEs and J-3/MEOP-COL regarding any CTO issues involving recruit travel.

b. J-3/MEOP-COL will:

(1) Coordinate with DTMO CORs and the MEPS to resolve CTO contractor issues involving recruit travel.

(2) Coordinate with DTMO CORs and Sectors to ensure all MEPS have QAEs appointed and that all QAEs are adhering to quarterly CTO Performance reporting requirements.

c. Sectors will:

(1) Provide quarterly, an updated roster listing the designated MEPS QAE for Recruit Travel Roster to J-3/MEOP-COL on the last working day of the first month of each quarter. The list will include the MEPS Name, the designated person's name, telephone number, email address, QAE designation (Primary or Alternate), and the date the last quarterly report was submitted.

(2) Ensure new QAEs are identified within 30 calendar days after the departure of the previously designated QAE.

d. MEPS will provide oversight of CTO performance and will provide a quarterly report to the DTMO COR.

[TOC](#)**Chapter 8**
Hometown Ship and Direct Ship (HTS/DS) Programs**8-1. General**

- a. The Recruit Services may elect to allow recruits to ship from their hometown to a RTC or other duty station/gaining command without returning to the MEPS to assess, inspect, and obtain orders.
- b. MEPS processing procedures for HTS/DS Programs are identical.

8-2. Recruiting Service and MEPS Responsibilities

- a. The Recruiting Service will:
 - (1) Project HTS/DS applicants by name **NLT 30 calendar days** prior to ship date and enter “HTS” or “Direct Ship”, mode of transportation (such as air, bus, train or Privately Owned Vehicle (POV) in the Projection Remarks block of USMIRS.
 - (2) Provide to MEPS NLT six working days prior to ship date, the RFO containing all required information for preparation of orders, tickets and meal checks to include hometown departure location (city/state), mode of travel, and the name of the airport, bus terminal or rail station/depot, and enlistment documents, including [DD Form 1966](#), Record of Military Processing-Armed Forces of the United States, Page 1.
 - (3) Submit enlistment documents for the shipper packet in accordance with chapter 9, [paragraph 9-2c](#) of this regulation no later than (NLT) six workdays prior to ship date (excluding Saturday openings.).
 - (4) Obtain all MEPS-generated enlistment documents page 2-6, RTC cards along with the Packet Breakdown Checklist from the MEPS NLT five workdays prior to ship date (excluding Saturday openings).
 - (5) Conduct Introductory Pre-Accession Interview of Delayed Entry Program (DEP) applicant to determine if shipper eligibility has changed since originally enlisting. If there is a change in status, process the HTS/DS shipper IAW respective Recruiting Service directives. If any disqualifying information is disclosed that was not previously stated, continued processing under the HTS/DS Program is not authorized. Update the USMIRS record in an “N” status and provide the MEPS with disposition (discharge or assignment) instructions as required. Return the shipper packet back to the MEPS when an “N” status cannot be cleared.
 - (6) Conduct a medical inspect two workdays prior to ship date to determine if there are any changes to medical eligibility. Reschedule and project the shipper, if the HIV/DAT results have not posted. Ensure fingerprint results are received. Complete the DD Form 4 series as required.
 - (7) Conduct travel brief prior to shipping. Ensure the HTS/DS shippers review and understand the materials and instructions provided. The brief will include the requirements established in [paragraph 2-6](#) of this regulation, Standardized Recruit Travel Tools, as well as any additional relevant travel and contact information as needed.

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(8) Use the Packet Breakdown Checklist ([paragraph 9-2](#) of this regulation) to ensure the shipper packets contain all required documents for the enlistment/accession.

(9) Ensure each applicant has a valid and current government-issued photo identification on ship day.

(10) Present the shipper with orders, travel itinerary, RTC Cards, meal check(s), and shipper packets on ship day. Brief the applicant as follows: “Do not turnover any personal belongings until you arrive at your reception center. Only turnover personal belongings as directed by the reception center staff.”

(11) Provide all ground transportation from the shipper’s home location to the designated departure terminal. Ensure the shipper arrives at the departure terminal within prescribed timeframes to comply with Transportation Security Administration (TSA) requirements. For those recruits traveling via bus or train, the Recruiting Service will coordinate and/or provide onward transportation from the arrival station to the RTC.

(12) Ensure M&L requirements for HTS/DS shippers are projected as needed through normal established USMIRS procedures. Unless the MEPS contracted hotel is informed of a late arrival, the reservation will cancel automatically at 2000 MEPS local time.

(13) Contact the MEPS NLT 1000 MEPS local time on ship day to confirm previously identified HTS/DS Shippers and report “no shows”. Failure to comply may result in loss of the scheduled airline seat and desired travel day.

(14) Support HTS/DS Holdovers by:

(a) Ensuring meals and lodging are available as needed.

(b) Ensuring ground transportation is available to and from the departure terminal until recruit transportation departs for the designated destination.

(c) Projecting HTS/DS shippers to lodge in the MEPS-contracted hotel through established USMIRS procedures as needed. If a holdover is required at the city of origin, the recruit can stay at the MEPS-contracted hotel or return to their home location. If a shipper/holdover is not projected, the MEPS-contract hotel will add the shipper as a “walk-on” and will charge the higher contracted rate.

(d) Contacting the DTMO Recruit Assistance Hotline if a MEPS-contracted hotel is unavailable, if the applicant lives a sufficient distance from the departure location, or if other conditions prevent the applicant’s return to the home location.

(e) Contacting the MEPS to arrange for new travel arrangements and/or new meal check(s). If it is not practical for the MEPS to provide new meal checks, then the DTMO Recruit Assistance Hotline ((877) 5-MEPS-GO / (877) 563-7746) can provide for meals.

(f) Arranging for ground transportation to the departure terminal on the day following the holdover. If practicable, HTS/DS Shippers may use the MEPS bus to travel to the departure terminal. They are still considered to be HTS/DS Shippers.

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b. The MEPS will:

(1) Obtain monthly HTS/DS projections from the Recruiting Services and compile projections by shipper name, service ship date, destination, and mode of travel in accordance with this regulation and local MEPS standard operating procedures.

(2) Identify previous HTS/DS two-time “No shows” and notify Service Representatives of disqualification from the HTS/DS Ship Program. “No shows” will be tracked using the HTS/DS Data Collection Sheet posted on the MEPNET

(3) Submit “by name” projections to the CTO NLT 30 calendar days prior to ship date. Provide a copy of the orders to the CTO for e-ticketing no earlier than (NET) two workdays prior to ship date (excluding Saturday openings).

(4) Utilize GSA contracted City Pair Fares for air travel in accordance with GSA City Pair Program operational guidance in [Chapter 2](#) of this regulation. If a GSA contracted City Pair Fare is not available for a given departure airport, the CTO may utilize the GSA City Pair Fare Program for one or more of the route's legs. Provide the Recruiting Service with available travel options and support the Recruiting Service's travel decision, submitting ETP requests as required by [paragraph 2-5](#) of this regulation.

(a) When bus is the selected mode of transportation, tickets will be charged to the Service's contract card company CBA card for ground transportation.

(b) When air or rail is the selected mode of transportation, the ticket will be charged to the Service's contract card company CBA card for air transportation. Provide a copy of the orders to the CTO for ticketing NET two business days prior to travel.

(c) GOV use in support of HTS/DS programs may be authorized. When authorized by the Service, GOVs can be used to transport recruits to the reception training center when deemed most advantageous to the Government.

(5) Prepare Orders in accordance with order preparation guidance contained in [Chapter 4](#) of this regulation and the current USMEPCOM Travel Orders Formats Reference as posted on the J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading “Orders-Tickets”. Ensure the phrase “report to your local recruiter” or “report to your local RSP site” replaces “report to this station” as required. The effective date on HTS/DS orders is the projected ship date.

(6) Issue meal checks using the current date NLT five calendar days prior to ship date. Ensure a Recruiting Service representative signs for the HTS/DS meal check in accordance with [Chapter 6](#) of this regulation. The meal check is valid for 20 days from the issue date.

(7) Ensure the HTS/DS shipper is eligible to process by conducting Quality Review Program (QRP) IAW [UMR 680-3](#), United States Military Entrance Processing Command Integrated Resource System (USMIRS), Chapter 6. Ensure all qualification criteria is met and entered into USMIRS in accordance with [UMR 680-3](#), USMEPCOM Integrated Resource System (USMIRS), and local MEPS policy.

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(a) Ensure physical examination is complete and data is entered into USMIRS; including HIV/DAT.

(b) Update the shipper's USMIRS record to reflect "No Medical Required" (BOMO)

(c) For active duty members, (non-MEPS Accession Enlisted and not Shipped) B004A in accordance with [DD Form 1966](#) page 1.

(8) Arrange for onward transportation from the destination airport terminal to the RTC in accordance with guidance set forth in [paragraph 2-10](#) of this regulation.

(9) Ensure timely notification to Service Liaisons or Guidance Counselors of any problems associated with their HTS/DS participants and assist in clearing "N" status as required.

(10) If "N" status cannot be cleared five business days prior to ship date and/or HIV/DAT results have not posted, HTS/DS Shipping will not be possible for the projected day. The applicant must be rescheduled or returned to the MEPS for final processing and shipping.

(11) Use the Packet Breakdown Checklist located on the MEPNET, under J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading "Packet Breakdown" to perform a quality check of all MEPS generated enlistment documents as explained in Chapter 10 of this regulation. Ensure a blank [UMF 601-23-5-R-E](#), Introductory Pre-accession Interview, is in the packet for the Recruiting Service to complete.

(12) Provide the Recruiting Service with:

(a) Orders, itineraries, meal checks(s), applicable RTC card(s), and shipper packets NLT five workdays prior to ship date (excluding Saturday openings). MEPS will not release orders, travel itineraries and meal checks until QRP is completed, "N" status is cleared, and HIV/DAT results are posted. Use the USMIRS packet tracking system to charge-out the packet to the Service Liaison representative in accordance with local MEPS policy.

(b) On ship day update HTS USMIRS Record with B000C (Shipped, previously enlisted) as stated in [paragraph 8-2a\(13\)](#).

(13) In accordance with [UMR 680-3](#) chapter 6, update item 7 "Notes" column of the [UMF 727-E](#) with the appropriate annotation prior to close of business (COB).

(14) A HTS/DS shipper may use the MEPS-contracted hotel, if a shipper lives a sufficient distance from the departure location. If M&L are not projected, the MEPS contracted hotel will add the shipper as a "walk-on" and charge the higher contracted rate.

(15) Process HTS/DS holdovers:

(a) Cancel and rebook transportation as needed to support the Services. MEPS TA will contact the CTO for a new reservation if the recruit is unsuccessful in working with the Airline Customer Service Representative to rebook.

(b) Reissue meal checks as needed.

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(16) Notify the onward ground transportation carrier at the arrival terminal of the number of shippers expected for transport to the RTC NLT 1200 local MEPS time on ship day.

(17) Reconcile all CTO charges according to the appropriate CBA contract card company policy.

(18) HTS/DS statistics will be reported monthly to the Liaison Branch NLT the 5th business day following the end of the month. Example: Report for November 2011 is due NLT close of business on 7 December 2011; December 2011 report is due NLT close of business on 9 January 2012. Negative reports are required. Note: A shipper with two “No-shows” is disqualified from participating in the HTS/DS Program and must return to the MEPS for final processing and shipping.

Information regarding the HTS/DS report is found on the J-3 Current Operations Division Liaison Links and Resource MEPNET page under the heading “Travel Aids” .

8-3. Courtesy Shipping in regards to Hometown Shipping Programs

a. Courtesy ship and Hometown Shipping programs are separate programs, but can be done under these circumstances.

b. If the gaining MEPS Service Liaison Guidance Counselor agrees to provide HTS/DS program support, the Service Liaison/Guidance Counselor will notify the MEPS TA the individual will ship as a HTS/DS shipper and all HTS/DS guidance will apply.

c. If the gaining MEPS Service Liaison cannot support HTS/DS ship of the applicant, the shipper will process as a MEPS courtesy shipper.

8-4. Gaining and Losing Responsibilities

a. If the Service Liaison/Guidance Counselor at the gaining MEPS cannot support HTS/DS ship of the applicant, the shipper will process as a MEPS courtesy shipper. Provided below is guidance for when the gaining MEPS Service Liaison/Guidance Counselor can support the HTS/DS ship of an applicant.

b. Losing MEPS

(1) If the Home of Record is in the losing MEPS’ geographical area and the courtesy shipper will return to the same geographical area, the losing MEPS will prepare orders for Reserve and Guard individuals.

(2) The TA from the losing MEPS will send the recruit’s file and packet to the gaining MEPS.

(3) If the courtesy ship individual has not shipped, and amendments are needed, the losing MEPS will revoke/rescind the original orders.

c. Gaining MEPS

(1) If the Home of Record is in the gaining MEPS’ geographical area, the gaining MEPS will prepare the orders.

(2) The gaining MEPS TA will make travel arrangements and prepare meal checks as appropriate for the shipper.

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(3) If the gaining MEPS Service Liaison/Guidance Counselor cannot support HTS/DS ship of the applicant, the shipper will process as a MEPS courtesy shipper.

(4) The Service Liaison/Guidance Counselor at the gaining MEPS agrees to provide HTS/DS program support, the Service Liaison/Guidance Counselor will notify the MEPS TA the individual will ship as a HTS/DS shipper and all HTS/DS guidance will apply.

(5) Charge travel arrangements to the gaining MEPS travel account. The gaining MEPS reconciles the centrally billed account bill.

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Chapter 9

Assembly and Distribution of Enlistment Documents

9-1. Overview

This chapter prescribes the procedures for preparing and distributing applicant accession packets. The applicants will bring their packets from the Service Liaison/Guidance Counselor to MEPS personnel with the copies needed of their enlistment documents. MEPS personnel will separate the enlistment documents into Service-directed sub-packets. Sub-packets consist of enlistment documents (copies and originals) that are distributed either by mail or hand-carried to Service-designated addressees. MEPS personnel will perform a quality check of all enlistment documents using the USMEPCOM Service Accession Verification Packet Breakdown Checklists.

9-2. Procedures

a. The MEPS will distribute enlistment documents according to personnel procurement directives issued by the sponsoring Recruiting Service Liaison/Guidance Counselor. The USMEPCOM Service Accession Verification Packet Breakdown Checklists are located on the J-3/Current Operations Division Liaison Links and Resources MEPNET page under the heading "Packet Breakdown". These checklists also provide a uniform document sequence for distribution purposes and serve as an official quality-control form. J-3/MEOP, will announce updates to the checklists via the Command Message System (CMS). Note: No changes to these checklists will occur unless approved by J-3/MEOP.

b. MEPS personnel will use the USMEPCOM Service Accession Verification Packet Breakdown Checklists for the appropriate Recruiting Service Liaison/Guidance Counselor to perform a quality review of every accession packet that leaves the MEPS. MEPS personnel will print the checklist and check/initial the blocks provided, verifying each form in the packet. The MEPS must ensure required forms are in the packet before the applicant ships. Command designated personnel will sign the bottom of the checklist as verification that the required forms are included.

c. MEPS personnel will provide the Recruiting Service Guidance Counselor the USMEPCOM Service Accession Verification Packet Breakdown Checklist from the J-3/Current Operations Division MEPNET page under Packet Breakdown.

d. Recruiting Service Liaison/Guidance Counselor offices will provide the correct number of copies of each form, in sequence, as directed by sub-packet for the Service-directed documents. The Recruiting Service Guidance Counselor will sign the checklist after verifying the contents of the enlistment packet. Until the requirement is coordinated between the Services' HQ Recruiting Operations and J-3/MEOP-CO, the Recruiting Service Guidance Counselor may include other documents required according to personnel procurement directives at the end of the Service documentation portion of the accession packet.

e. MEPS personnel will break down the prepared packets provided by the Recruiting Service Guidance Counselors, combine the Service documentation with the DoD/USMEPCOM documentation, and finalize the sub-packets for each applicant in accordance with the checklists. MEPS and/or Service Guidance Counselor will ensure all full SSNs that appear on any document placed in the shipper packet (except for their own SSN) will be redacted before being distributed. Recruiting Services will accomplish this process in accordance with HTS/DS guidance. Each accession sub-packet will be placed in its own addressed envelope (provided by USMEPCOM) after three business days of completing the breakdown process. The basic training packet will include the USMEPCOM Service Accession Verification Packet Breakdown Checklist.

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Note: Do not staple, clip, clamshell, tape, or otherwise fasten the packet or any portion of the packet(s). Place documents loosely on top of each other in the sequence listed on the checklists.

f. Recruiting Service /Guidance Counselors have different requirements regarding packet quality checks. The MEPS will present completed packets to the Recruiting Service Liaison/Guidance Counselor office to allow time for a Service check and signature of the applicant's packet before shipping, in accordance with local standard operating procedures (SOP).

g. Neither the quality control check nor the non-receipt of Service-unique forms or documents will delay MEPS packet breakdown or shipment of applicants.

9-3. Notification of Enlistment - Active Reserve, Regular Component

Recruiting Services will provide notification of enlistment to the enlistee's Reserve or National Guard unit of assignment or other Reserve component activity prescribed in the respective Service directives upon enlistment. This includes completion of the [DD Form 368](#), Request for Conditional Release, Section III, Notice of Enlistment, and/or forwarding copies of the [DD Form 4](#)-series and orders to Reserve activities for discharge action. A [DD Form 368](#) is provided by the Recruiting Service Liaison/Guidance Counselor for inclusion in the accession packet, Service documents. No [DD Form 368](#) is required when a member changes service component.

9-4. Non-Availability of Forms at Shipping Time

a. For National Guard and Reserve: When originals are not available from the Recruiting Service Liaison/Guidance Counselor, legible copies of MEPS documents from the residual files, including medical documents ([DD Forms 2808](#), Report of Medical Examination, and [2807-1](#), Report of Medical History, may be used for distribution. The copies need not be "certified" or designated "true copies" for this purpose. However, medical documents marked as "working copy" are not acceptable for inclusion into the applicant's enlistment packets. Refer to [UMR 40-1](#), Medical Processing and Examinations, if there is doubt concerning authenticity or legibility of documents, the MEPS will conduct a new physical.

b. If a USMIRS Form 680-3ADP (Automated Data Processing/Automated Data Product) with accession data is not available for distribution due to USMIRS failure, the MEPS will distribute the most recent 680-3ADP reflecting ASVAB scores used for the enlistment. When the 680-3ADP is subsequently produced, the MEPS will send it with a [DA Form 200](#), Transmittal Record, to the appropriate receiving station with the next shippers or by mail without delay.

c. If a 680-3ADP with Special Agreement Check (SAC) data is not available for distribution due to USMIRS failure, the MEPS will distribute 680-3ADP reflecting SAC submitted. When the 680-3ADP is subsequently produced, the MEPS will send it with a [DA Form 200](#) to the appropriate receiving station with the next shippers or by mail without delay.

d. When Service-unique forms or documents are not available at ship time, MEPS personnel will ensure the documents are sent (using [DA Form 200](#)) to the appropriate receiving station/locations when they become available. The MEPS may send the documents with the next shippers or by mail without delay.

[TOC](#)**9-5. Distribution of Hand-Carried Enlistment Documents**

a. MEPS will place enlistment sub-packets for distribution to initial training centers or RTCs in a sealed envelope, addressed, as if mailing, to the appropriate reception station. ~~Except for all Army components, the MEPS will give the envelope(s) to the group leader(s) (if applicable) along with an additional copy of orders for all enlistees traveling in the group. The MEPS will give each Army, Army Reserve, and Army National Guard Recruits their own individual packet to carry to the reception centers. The MEPS will give each recruit their own individual packet to carry to the reception centers.~~

b. MEPS will provide MEPS generated documents to the Service Liaison for distribution to the responsible Recruiting Station when an applicant is projected as a HTS/DS Shipper.

c. Addresses for all RTCs are located on the J-3/Current Operations Division MEPNET page.

9-6. Distribution of Enlistment Documents by Mail

MEPS will mail enlistment sub-packets by the most cost-effective method available (e.g., Federal Express, United Parcel Service, First Class/Priority Mail) ensuring delivery within 3-working days of shipping. The MEPS may distribute sub-packets by other means (e.g., base routing, hand delivery) provided the 3-workday timeline is not exceeded. Sub-packets will be shipped together as a bulk shipment whenever possible, provided the 3- workday timeline is not exceeded. MEPS personnel will complete a [DA Form 200](#), in triplicate, for each bulk shipment of sub-packets. Two copies of the completed [DA Form 200](#) and a return self addressed envelope will be included with each shipment. The third copy will be retained at the MEPS pending receipt of the signed [DA Form 200](#). The MEPS may use additional envelopes or cardboard boxes for larger shipments. Pressure sensitive tape should be used over the envelope seal. The following Service specific exceptions are provided for bulk sub-packet shipments:

a. For Marine Corps Selected Reserve enlistees, mail sub-packet(s) not later than 5 workdays following enlistment or entry on active duty for training.

b. For Army Reserve/National Guard, mail packet not later than 5 workdays following receipt of HIV antibody and drug testing results.

9-7. Consideration of DAT Results When Distributing Documents by Mail

a. When considering maximum wait time allowed for return of a late “batch” of DAT results, MEPS can delay mailing the shipper sub-packet an additional 3 days.

b. When considering maximum wait time allowed for return of an “individual” DAT result, MEPS can delay mailing out the shipper sub-packet an additional 7 days.

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Appendix A
References

Section I
Publications referenced in or related to this regulation

AR 25-30
The Army Publishing Program

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 380-5
Department of the Army Information Security Program

DoD 4500.9-R
Defense Transportation Regulation

JFTR
Joint Federal Travel Regulation, Volume 1

JTR
Joint Travel Regulation, Volume 2

UMR 601-23
United States Military Entrance Processing Command, Personnel Procurement, Enlistment Processing

USMEPCOM Video Production (PIN 505590)
Recruit Travel

Section II
Forms referenced in or related to this regulation

DA Form 410
Receipt for Accountable Form

DD Form 577
Appointment/Termination Record - Authorized Signature

DD Form 652
Meal Ticket, Uniformed Services

DD Form 730
Request for Unused Transportation Requests and/or Tickets - Including Unused Meal Tickets

SF 1034
Public Voucher for Purchases and Services Other than Personal

SF 1170
Redemption of Unused Tickets - Original

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UMF 55-2-1-R-E

Meal Ticket Register

UMF 55-2-3-E

Orders Consolidation Sheet/control Log

Section III

Record Numbers/Disposition Instructions

For Record Numbers and Disposition Instructions, if applicable, contact your local Records Manager.

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Glossary

Section I
Abbreviations

A/OPC

Agency/Organization Point of Contact

AR

Army Regulation

ATO

Acting Transportation Officer

CBA

Centrally Billed Account

CO

Current Operations

CONUS

Continental United States

COR

Contracting Officer Representative

CTO

Commercial Travel Office

DA

Department of the Army

DoD

Department of Defense

DTMO

Defense Travel Management Office

DTR

Defense Travel Regulation

e-Orders

Electronic Orders

GSA

General Services Administration

JFTR

Joint Federal Travel Regulation

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JTR

Joint Travel Regulation

MEPS

Military Entrance Processing Station

MOC

MEPCOM Operations Center

OCONUS

Outside Contiguous United States

PSRO

Passenger Standing Route Order

REMO

Remove from Orders

RFO

Request for Orders

RTC

Reception Training Center

RL

Record Locator

SF

Standard Form

TA

Transportation Assistant

USMIRS

United States Military Entrance Processing Command Integrated Resource System

USO

Uniformed Services Organization

Section II

Terms

Fully Executed Order

An order when a member has travelled to the final destination, or has travelled to the final destination and returned home, constitutes a fully executed order as seen in the case of Army National Guard and Reserve orders.

Recruit Travel

Travel by an enlistee on active duty, reserve, National Guard, or a member of the military processing through a MEPS and traveling to a reception training center or another military destination.